

Park Community Action
(Registered Charity, no. 1159498)

Financial statements
for the year ended 31 March 2021

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Park Community Action

Trustee report

Trustees

Rosalie Hill	Chair
Christine Robinson	Secretary
Keith Crawshaw	Treasurer
Frank Abel	
Jack Carrington	
Debjani Chatterjee	
Richard Foster	
Jean Jones	
Brian Manning	
Dave Watkins	
Sioned-Mair Richards	
Jo Bussey	

Registered Charity number:

1159498

Principal address

Park Community Centre
Samson Street
Sheffield
S2 5QT

Independent examiner

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Bank

The Co-operative Bank plc
Head Office
PO Box 101
1 Balloon Street
Manchester
M60 4EP

Park Community Action

Trustee report

The Trustees present their report and financial statements for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

Structure, governance and management

The charity was established by a constitution adopted on 1 July 1996, and was entered on the Register of Charities effective from 5 September 1996. The charity was established by a constitution adopted on 1 July 1996,

Assets were transferred to the new Charitable Incorporated Organisation of the same name on the 1st April 2016. The new charitable organisation was formed with similar objectives and with the new charity number 1159498 for the purpose of carrying on its activity as an incorporated charity.

Park Community Action is managed by a voluntary management committee.

The trustees who served during the year are listed on page 2 on the report.

New Trustees can be recruited at any time throughout the year but are elected at the Annual General Meeting of Park Community Action.

Objectives and activities

The objects of the CIO are to promote the benefit of the inhabitants primarily but not exclusively in the Manor area of the City of Sheffield ('the area of benefit') without distinction of age, sex, race, political or religious or other opinions, by associating the local statutory authorities, voluntary and other organisations and inhabitants in a common effort to advance education, provide community based library and associated facilities, protect health, improve the environment, ensure adequate recreational facilities and relieve poverty, distress or sickness.

Public benefit statement

The area of benefit is Park Hill, Wybourn and Granville within the Manor Castle Council Ward, local authority standard neighbourhoods of the City of Sheffield. The charity seeks to effect public benefit through a range of activities and support within the local community working in partnership with a wide range of statutory and voluntary organisations.

To effect benefit to the local community PCA manages and promotes the use of the Park Youth and Community Centre, Library, and ancillary facilities for the benefit of the users of the Centre and the communities adjacent to it. They have a particular concern for those individuals, groups and communities affected by economic and social deprivation.

PCA also seek to employ local staff who will benefit personally by way of wages or salaries, as well as providing opportunity for local volunteers to support the work of the Centre developing their skills, capacity, and engagement. The general public benefit by taking part in activities at the building.

Participation in the work of PCA and its benefits are open to all in the area of benefit, and others elsewhere if they choose to get involved. However, work and activities are for the most part advertised in the area of benefit only. Nobody would ever be excluded from participation without good reason or due process – and only then if they caused genuine concern to the wider community.

Local people have the opportunity to participate in monthly open meetings, in the AGM and to get regular reports and updates, the Annual Report and Accounts and other such reports. They are routinely and actively encouraged to get involved in the organisation Executive, which is re-elected annually.

PCA does not restrict access to its facilities and all areas of the building currently in use are accessible; if other areas are brought into use they will be made accessible as a part of the process of bringing them into use.

Activities provided by PCA under its own management aim to be free or for a minimal charge to cover expenses; there will be a charge to other organisations for the use of facilities to cover the reasonable management and running costs of those facilities. These are on a sliding scale with activities offering public benefits at the lower end of the scale, and higher charges for those wishing to use facilities for private or commercial activities. Activities will be restricted to those which are broadly in accord with the overall objectives of PCA.

Park Community Action

Trustee report

Report on Activities During the Year

As a result of the Covid pandemic the previous year's AGM was not held until 14th January 2021 at which the meeting considered not only the report for the year ended 31 March 2020 but it also received an update of what the Centre had managed to achieve so far to the date of the AGM. The meeting agreed to change the timing of the AGM to a date nearer to following the end of our financial year and more in line with the timetable specified in our constitution. It was felt that this would also make our financial monitoring more pertinent.

There was little change since the AGM held in January 2021 with activities being severely limited by Covid restrictions. Our activities continued to be focused on the Food Pantry which remained open throughout this period. This obviously was a key activity in the charity helping to overcome food poverty one of our key objects. Other activities remained largely in limbo because of the restrictions placed on using public buildings and spaces placed on us by Covid regulations.

As we entered the new financial year the trustees continued to look at how some of our activities could be resumed and particularly the library (it eventually opened on a limited basis from 21st June, 2021). Despite our best efforts, permission to reopen the rest of the community space was not possible at all in 2020-21. This remained of concern as the space unused produces no rental income a vital revenue source to support our work. Nevertheless a series of small grant awards have allowed us to cover our reduced staffing and other administrative costs to the point where we believe we can sustain our organisation through to March 2022.

Our staff hours have seen significant reduction, with one member choosing to halve her normal hours from April 2020; one becoming redundant when his contract expired at the end of March 2021 and one moving to part-time furlough in February 2020.

With removal of restrictions we hope to reopen the whole building and resume normal activities. We expect staffing hours and volunteer time will need to increase to meet demand, but we will need to actively seek major grant support if that is to be achieved as we feel there are limited opportunities to self generate income.

Our Trustees remain unchanged from 2019/20 and the acting Chair and Vice Chair were confirmed as duly elected to office in January 2021, with other officers re-elected to the posts they had held in 2020. The Executive Committee have met at least monthly and our Neighbourhood Forum meetings have reverted to their normal bi-monthly schedule.

We must record our gratitude for continuing support by the City Council, Tudor Trust, Manor and Castle Development Trust, and the Guinness Partnership. The National Lottery and HM Government, Sport England, Hallam FM Cash for Kids, Tesco Bags of Help and South Yorkshire Police England have specifically funded our Covid 19 response during 2020. Grants from Great Places and the Co-op Community Fund will help to support our recovery next year. We must also thank many local people who have made generous donations to support the Pantry.

Reserves policy

Park Community Action aim to maintain a level of reserves at 3 months running costs to cover the ongoing operation of the group to cover periods without funding.

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on 8 July 2021 and is signed on their behalf by:



Trustee

Park Community Action

Independent examiner's report to the trustees of Park Community Action

I report on the accounts for the year ended 31 March 2021, which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 130 of the 2011 Act; and
- ☐ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Date: _____

9 July 2021

Park Community Action

Statement of financial activities (incorporating the income and expenditure account) for the year ended 31 March 2021

		Unrestricted	Restricted	Total funds	Total funds
		Funds	Funds	2021	2020
	Notes	£	£	£	£
Incoming resources	1				
Grants and donations	2	5,038	40,972	46,010	46,708
Room rentals		7,030	-	7,030	16,869
Café income		-	-	-	6,717
Pantry income		4,985	-	4,985	6,416
Youth Club income		-	-	-	5,085
Library income		-	-	-	285
Other income		33	-	33	736
Total Incoming resources		17,086	40,972	58,058	82,816
Resources expended					
Salaries		693	25,308	26,001	40,593
Training		-	-	-	-
Building maintenance		202	574	776	1,805
Licences and membership		158	-	158	130
Library Expenses		-	-	-	125
Pantry Project expenses		581	11,898	12,479	10,585
Publicity		0	-	-	41
Office expenses		(392)	-	(392)	5,228
Café expenses		142	-	142	7,021
Afternoon tea		-	-	-	720
Over 50's group		14	-	14	14
Youth Club		-	-	-	6,010
Insurance		556	-	556	538
Accountancy		300	-	300	1,020
Volunteer expenses		30	21	51	836
Other payments		105	6,013	6,118	552
Total resources expended		2,389	43,814	46,203	75,218
Net (outgoing)/incoming resources		14,697	(2,842)	11,855	7,598
		2,408	(2,408)	-	-
Total funds brought forward		4,563	21,700	26,263	18,665
Fund balances carried forward		21,668	16,450	38,118	26,263

Park Community Action
Balance Sheet
as at 31 March 2021

	Notes	2021 £	2020 £
Current Assets			
Balance at bank and cash		38,418	26,613
Debtors	4	-	-
Total current assets		<u>38,418</u>	<u>26,613</u>
Creditors	5	(300)	(350)
Net current assets		<u>38,118</u>	<u>26,263</u>
Total assets less current liabilities		<u>38,118</u>	<u>26,263</u>
Total net assets		<u>38,118</u>	<u>26,263</u>
Represented by:			
Funds			
Restricted income fund	3	16,450	21,700
Unrestricted income fund		21,668	4,563
Total funds		<u>38,118</u>	<u>26,263</u>

This report was approved by the Trustees on 8 July 2021 and is signed on their behalf by:



Trustee

Park Community Action

Notes to the financial statements for the year ended 31 March 2021

1 Accounting Policies

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Income

Grants donations and Income from charitable trading activities are recognised in full in the Statement of Financial Activities in the year in which they are received.

(c) Restricted Funds

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund together with a fair allocation of management and support costs.

(d) Unrestricted Funds

Unrestricted Funds are other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of V.A.T. The company is not VAT registered.

Governance costs of the charity relate to the costs of running the charity such as the costs of meetings, professional costs and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification. In the opinion of the trustees all support costs relate to charitable expenditure.

(f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life.

(g) Fund Accounting

Funds held by the charity are either restricted funds or unrestricted general funds. Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds that can only be used for a particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Park Community Action

Notes to the accounts

for the year ended 31 March 2021

2 Grants & Donations

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Big Lottery Fund	-	6,400	6,400	-
The Brelms Trust CIC	-	-	-	5,000
The Guinness Partnership	-	7,100	7,100	5,000
Great Places	-	7,500	7,500	-
Groundworks UK	-	500	500	-
Hallam FM	-	3,080	3,080	-
Sheffield City Council	-	-	-	680
Sheffield City Council - VE Day	-	-	-	650
Sheffield City Council - Library	-	10,000	10,000	550
South Yorkshire Community Foundation	-	3,300	3,330	-
South Yorkshire Police	-	500	500	-
Sport England	-	562	562	-
Tudor Trust	-	2,000	2,000	33,000
Voluntary Action Sheffield	200	-	200	-
Donation	4,838	-	4,838	1,828
Total Grants	5,038	40,942	46,010	46,708

3 Restricted Funds

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
Big Lottery Fund	-	6,400	(6,400)	-	-
Great Places	-	7,500	(2,550)	(1,200)	3,750
The Guinness Partnership	5,000	7,100	(10,892)	(1,208)	-
Groundworks UK	-	500	(500)	-	-
Hallam FM	-	3,080	(3,080)	-	-
Sheffield City Council - VE Day	150	-	-	-	150
Sheffield City Council - Library	550	10,000	-	-	10,550
Sheffield City Council	-	-	-	-	-
South Yorkshire Community Foundation	-	3,330	(3,330)	-	-
South Yorkshire Police	-	500	(500)	-	-
Sport England	-	562	(562)	-	-
Tudor Trust	16,000	2,000	(16,000)	-	2,000
	<u>21,700</u>	<u>40,972</u>	<u>(43,814)</u>	<u>(2,408)</u>	<u>16,450</u>

4 Debtors

These are monies owed to the Company but not received during the accounting period. They are in respect of:

	2021	2020
	£	£
Trade debtors	-	-
	<u>-</u>	<u>-</u>

5 Creditors: amounts falling due within one year

These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:

	2021	2020
	£	£
Trade creditors	300	350
	<u>300</u>	<u>350</u>